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Approved For Release 2002/01/07 : CIA-RDP78-00433A000100080013-0

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : Archives, History, and Records

1. Executive Order 11652 and the implementing National Security Council Directives governing the classification/declassification of national security information must be implemented by 1 June 1972. While classification is the subject which these directives address, the overriding implications of their provisions seem clearly to place compliance within the province of records management, histories, and archives administration. Classification and declassification are command responsibilities but so are records management and history. It seems to follow that we should provide the single mechanism for the management of these programs.

2. It is my intention, therefore, to create a new Records Management Board with senior level representation from the Office of the Director and each of the Directorates which will serve as the internal Agency Classification/Declassification Review Committee in compliance with Executive Order 11652. The first order of business for this board should be the development of a system and structure for the integrated administration and management of the archives, history, and records declassification systems. Regulations developed for publication in time to meet the 1 June deadline of the Executive Order and implementing instructions are to be regarded as interim measures to satisfy the immediacy of the deadline and serve to highlight the importance of immediate concerted effort to establish orderly and meaningful long-term programs.

3. Considerable study and discussion have taken place of the Agency Historical Program and the Records Management and Archives Programs. This memorandum outlines a basic approach to the interrelationship of these three subjects in an effort to improve the Agency's performance in all these fields.

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4. In essence, the three subjects all record our experience to make it available for future use as required. This use includes file searches for current operational support, briefing and training new personnel, answering press or congressional questions as to the Agency's role in earlier events and now must be extended to include compliance with the Freedom of Information Act and E.O. 11652. The problem is to design a system which will satisfactorily answer the needs of the future in these fields with a minimum expenditure of man-hours and funds at present. In these days of declining personnel ceilings, we obviously cannot dedicate large amounts of current manpower to making immediately available detailed answers to all contingent questions. On the other hand, some records have direct value to future operations, and certainly our need to handle press or congressional questions and comply with the law executive directives warns us of the need to devote an appropriate effort in this direction.

5. In our approach to this problem in this internally compartmented Agency, it is essential to decentralize much of the responsibility and most of the actual effort. At the same time, this decentralization needs to be matched by a system which will indicate the degree to which minimum standards are met by all units, and a mechanism by which units can profit by interchange of experience and by sharing solutions.

6. In our analysis we must clearly recognize different kinds of record material and the different purposes we expect them to serve. Some of our records are important basic reference tools, e.g., CI files. Some are analyst working files of moderate life requirements. Some are formal publications of the Agency distributed elsewhere in the government with source sanitization. Some are operational records and documents, and some of these are highly sensitive and must remain compartmented as well as classified. Some of our reviews of past events are essentially chronicles of these events, which have value to new arrivals. Some should be analytical reviews drawing lessons and conclusions. Our system should reflect these differences if it is to do the job needed.

7. The following overall approach to this situation has been developed for implementation through the mechanisms indicated:

a. Records Management 

25X1A

(1) Effective records management is the foundation stone of any satisfactory action in these fields, as well as current operations depending upon effective records. It must be the subject of continuing and serious attention at all levels of the Agency. The Executive Director will report on it periodically to the Director and Deputy Director, and it will be reviewed semiannually with the Deputies.

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(2) The Records Management Board will report its conclusions, recommendations, etc. (with any dissents) directly to the Executive Director. The present CIA Records Administration Branch, Support Services Staff, DDS, will be transferred to the Office of the Executive Director-Comptroller and will become a Secretariat for the CIA Records Management Board. The CIA Records Center will remain under the supervision of the Chief, Records Administration Branch in the Office of the Executive Director. The Records Management Board will make semiannual reports to the Executive Director, outlining the status of the Agency's Records Management Program, any problems it is experiencing, and its recommendations for improvement of the program (including reports on records management to be submitted by the Directorates). The Executive Director will consult with the Deputy Directors before implementing any such recommendations.

(3) The Records Management Board will furnish a nonvoting member to the Agency Information Processing Board, with authority to submit agenda items and recommendations to the Information Processing Board. He will particularly bring to the attention of the Information Processing Board those aspects of the Agency's Records Management Program which should be considered by the Information Processing Board, with any recommendations for support of the Agency Records Management Program requiring Information Processing Board action. He will similarly make available to the Records Management Board all information coming before the Information Processing Board which might be of value or be appropriately considered by the Agency Records Management Board and its members.

(4) The Records Management Board will develop recommendations as to categories of Agency records (such as the categories in paragraph 6 above, plus any others deemed appropriate) and as to specific guidelines for the selection, retention, and declassification of records in these categories. These guidelines should also, where appropriate, include time periods for retention and declassification by category and indicate disposition thereafter, and include appropriate measures to comply with legal and executive requirements for retention and declassification. In particular, recommendations should be made as to the identification of categories which might appropriately be retired as classified government documents under GSA auspices or passed to the National Archives, rather than held solely under CIA control to protect intelligence sources and methods.

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(5) The Records Management Board will serve as the forum for recommendations for declassification, Agency contributions to other Agency historical programs and other interagency problems involving the Agency's records. In this process, coordination will be made as appropriate with the General Counsel, the Director of Security, etc.

b. Archives

(1) Each unit submitting an annual report (see below) will identify its key documents and files for permanent inclusion in Agency Archives. The Records Management Board will develop the system or systems by which such documents will be identified on a systematic basis during the year and indexed for later access and declassification review as an element of the Records Management Program. Annually, each unit will make an overall review to ensure that the documents marked for archival retention are neither excessive in detail, inappropriately classified nor incomplete through omissions. A certificate to this effect will accompany the unit's Annual Report, and the Agency Archivist will report any problems in this process to the Executive Director through the Records Management Board.

(2) An Agency Archivist will be appointed to supervise the Agency's Archives Program and will report directly to the Executive Director. He will be a member of the Agency Records Management Board and will coordinate the execution of the Archives Program through this Board. He will also work in close coordination with the Agency Records Management Officer and the Agency Historian. Archivists will be appointed by the Deputy Directors in their Directorates to supervise this program in the Directorate. These officers will be of senior grade, although they may be appointed as Directorate Archivist in addition to other duties. They will be assisted by the Directorate Records Management Officers. The Agency and Directorate Archivists will supervise compliance with overall Agency Archives regulations to be drawn up and issued after consultation with the Deputy Directors. A semiannual report to the Executive Director on the Archives Program will be prepared and coordinated with the Records Management Board.

(3) Arrangements will be made for the segregation of archival documents from those held for records purposes, in order to permit the automatic retirement and disposition of records without loss of key archival documents. Archives will be physically held by the Records Management Officer in the Records Center, under guidelines established by the Agency Archivist.

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c. History [REDACTED]

The major thrust of the Agency Historical Program will be placed on the development of analytical histories of important Agency activities and operations. The "Office History" approach to date, which has been largely successful in bringing our history up to 1965, will no longer be the major focus of the program, as the chronicling of future Agency activity will take place under the Annual Report system outlined below. Thus, future Agency histories will take major subjects of Agency activity and analyze the ways in which the various elements of the Agency worked together to produce the overall Agency contribution to the operation in question. There will be some situations in which a single element of the Agency provided all or most of the Agency participation in any one activity. There will be occasions also when sensitivity will require that any analytical review of an operation be conducted in a most restricted fashion. This will apply to many Clandestine Service histories. Priority will be given to establishing the basic Agency history of the more prominent operations and activities in which the Agency has been engaged, e.g., Cuban Missile Crisis, Bay of Pigs, War in Vietnam, [REDACTED] U-2 Operations, etc., with particular attention to lessons derived from these experiences. These histories should also be indexed in a fashion to permit their use to provide immediate response to public or congressional inquiries on these prominent events to the extent feasible. Histories will in the future depend upon Annual Reports for general chronicle and upon the Archives Program for identification of key documents. The Agency Historian will be an ex officio member of the Records Management Board, will report directly to the Executive Director, and will work in close coordination with the Agency Archivist and the Agency Records Management Officer.

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d. Annual Reports

(1) To provide the necessary chronicle of the Agency's activities at minimum expenditure of effort, a system of annual reports of the units and offices of the Agency will be developed. These will be submitted to the next senior command level for review and then held by the originating unit, with a copy incorporated in the Agency's Archives. The annual report will be compiled during January, covering the previous calendar year. The identification of the elements to submit these annual reports and an outline of their format will be developed by the Agency Historian for the Executive

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Director, in coordination with the Deputy Directors. These may include significant contractor units, when these played a significant role in Agency programs or operations. These annual reports should highlight major accomplishments, major problems and overall conclusions and recommendations for future action in the unit itself or by elements supporting or associated with it. As required, compartmented annexes can be compiled and held separately covering particularly sensitive events.

(2) In many areas it will be essential to produce one-time reports to cover the years from 1965 (or the most recent history) to the current Annual Report. This will be undertaken by units identified to submit future Annual Reports. In those situations in which an overall Agency history to be produced will cover the period in question, a separate Annual Report need not be developed (e.g., [REDACTED] the War in Vietnam), as the necessary chronicle and Archives can be developed at the same time as the analytical history. In other cases, however, a one-time effort to catch up to the current annual report system will be necessary, and this will be undertaken by the unit in question. Staff supervision of this activity will be provided by the Agency Historian and Archivist.

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e. Classification and Declassification

The Records Management Board will be the focal point for the Agency's implementation of the classification and declassification procedures required by Executive Order 11652. The Board will coordinate as required with the General Counsel, the Director of Security and others in carrying out this responsibility. The CIA General Counsel is designated under Section 7 of this Order as the Agency representative to the Interagency Classification Review Committee, acting under the supervision of the Executive Director.

W. E. Colby
Executive Director-Comptroller

cc: Inspector General
General Counsel
Director of Security

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10 May 1972

Mr. Coffey:

Mr. Colby's memorandum about the Archives and History programs has some modest changes from the earlier version but is not completely responsive to some of the fundamental points raised with him in response to the earlier version. Rather than dwell on these differences it may be more productive to look at the current paper by itself.

The overall concept of having the archive^s and history, records and classification/declassification put together organizationally I think is fundamentally sound; the problem is that the soundness of the basic concept is likely to be shattered by the discussions that are bound to be generated in reaction to some of the specifics.

The Records Administration Officer is to chair the Records Management Board and report directly to the Executive Director; the DD/S is to provide general support to the Records Management Program; the Records Management Board is to have a secretariat reporting to the Executive Director; the Records Center is to be under the management of the Records Management Officer. One way of interpreting this is that all of the existing Records Management branches of the Support Services Staff would be transferred to the Executive Director to provide secretariat support to the board but this leaves unanswered the question of what is meant by the statement that DD/S will provide general support for the program.

I understood you to say this morning that it was your impression that the Records Center would be left in the DD/S; that the Archivist would chair the Records Management Board and that the Records Management Officer would act as secretary to the board. None of these things come through in Mr. Colby's memorandum. The memo says that the Archivist will report directly to the Executive Director; that he will be a member of the Records Management Board and coordinate the archives program through the board. He is to work closely with the Records Management Officer and the historian. The historian will also report directly to the Executive Director and will be an ex officio member of the board.

Deputy Directors are to appoint archivists of senior grade who may fulfill these responsibilities in addition to other duties. They are to be assisted by the Directorates' Records Management Officers. There is no similar prescription for Directorate historians; only the requirement that histories be prepared. Histories are to be dependent upon annual reports for general chronicle and upon the archives program for identification of key documents.

In my opinion much of this detail is superfluous to the basic purpose of establishing the concept of closely interrelated archives, histories, and records management. It might be better to simply state the concept, outline the basic structure, appoint the Directorate representatives and then charge them with the responsibility for working out the functional and operational details.

The most significant basic change in this memo from the earlier edition is the addition of the classification/declassification function as a responsibility of the Records Management Board. I applaud Mr. Colby's adoption of the idea that classification/declassification should be treated as a records management problem but the validity of that notion is based on the assumption that there will be a significant upgrading of the board whose primary function is not records management and

Mr. Colby's memorandum would use the Records Management Board as the substitute for, or instead of, creating a new Intra-Agency Classification/Declassification Review Committee as required by Executive Order 11652. The Chairman of the Records Board would be the Agency representative to the Interagency Classification Review Committee. Validity of this of course depends upon who is designated. We are told that Defense and State plan to nominate their General Counsels to the Interagency Committee which suggests that our nominee should be at an equivalent level and is difficult to see how anyone in that stature could be expected to accept the chairmanship of the Records Management Board. We probably need separate people; one to represent the Agency on the Interagency Committee and another to chair whatever group is finally decided upon in the Agency.

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P.S. You recall that [REDACTED] is changing assignments this summer and it would be unfair to expect his replacement to discharge satisfactorily any of the senior level responsibilities contemplated in Mr. Colby's memorandum.

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DD/S 72-1891

9 May 1972

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support
General Counsel
Inspector General

SUBJECT : Agenda for the Deputies Meeting on 10 May 1972

At our meeting on Wednesday, 10 May, at 2:30 p.m., the following subjects will be discussed:

- a. Compartmentation Systems. The Director of Security will brief on this subject.
- b. Archives, History, and Records. See my revised draft, attached.
- c. Classification and Declassification. Please refer to the following memoranda:
 - OGC Memorandum of 21 April 1972, "CIA Implementation of New Executive Order Which Protects National Security Information"
 - OGC Memorandum of 25 April 1972, "Draft NSC Directive Implementing E. O. 11652"
 - DD/S Memorandum of 5 May 1972, "Implementation of Executive Order 11652"
- d. DCI Annual Conference [REDACTED] General discussion

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W. E. Colby

Executive Director-Comptroller

cc: Director of Security
D/DCI/IC

9 May 1972

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support

SUBJECT : Archives, History, and Records

same 1. Considerable study and discussion have taken place of the Agency Historical Program and the Records Management and Archives Programs. This memorandum will outline a basic approach to the interrelationship of these three subjects in an effort to improve the Agency's performance in all these fields.

same 2. In essence, the three subjects all record our experience to make it available for future use as required. This use includes file searches for current operational support, briefing and training new personnel, answering press or Congressional questions as to the Agency's role in earlier events, etc. The problem is to design a system which will satisfactorily answer the needs of the future in these fields with a minimum expenditure of man hours and funds at present. In these days of declining personnel ceilings, we obviously cannot dedicate large amounts of current manpower to making immediately available detailed answers to all contingent questions. On the other hand, some records have direct value to future operations, and certainly our need to handle press or Congressional questions warns us of the need to devote an appropriate effort in this direction.

same 3. In our approach to this problem in this internally compartmented Agency, it is essential to decentralize much of the responsibility and most of the actual effort. At the same time, this decentralization needs to be matched by a reporting system which will indicate the degree to which minimum standards are met by all units, and a mechanism by which units can profit by interchange of experience and by sharing solutions.

same 4. In our analysis we must clearly recognize different kinds of records material and the different purposes we expect them to serve. Some of our records are important basic reference tools, e.g., CI files.

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Some are analyst working files of moderate life requirements. Some are formal publications of the Agency distributed elsewhere in the Government with source sanitization. Some are operational records and documents, and some of these are highly sensitive and must remain compartmented as well as classified. Some of our reviews of past events are essentially chronicles of these events, which have value to new arrivals. Some should be analytical reviews drawing lessons and conclusions. Our system should reflect these differences if it is to do the job needed. *new*

5. The following overall approach to this situation has been developed for implementation through the mechanisms indicated:

a. Records Management [REDACTED] 25X1A

new (1) Effective records management is the foundation stone of any satisfactory action in these fields, as well as current operations depending upon effective records. It must be the subject of continuing and serious attention at all levels of the Agency. The Executive Director will report on it periodically to the Director and Deputy Director, and it will be reviewed semiannually with the Deputies.

Does this mean RAB? (2) The Records Management Board (with representation from each Directorate at the senior officer level, and such secretariat as may be required) will report its conclusions, recommendations, etc., (with any dissents) directly to the Executive Director. *new* The Deputy Director for Support will provide general support for the Agency Records Management Program, while each Directorate will remain responsible for the Records Management Program within its own Directorate. The Chairman of the Records Management Board will be the Agency Records Administration Officer and will report directly to the Executive Director, together with his secretariat. The Records Management Board will make semiannual reports to the Executive Director, outlining the status of the Agency's Records Management Program, any problems it is experiencing, and its recommendations for improvement of the Program (including reports on records

changed
(was "will remain administratively responsible for the overall Records Mgmt Program")

rather than responsible to DDS thru SSS.

management to be submitted by the Directorates). The Executive Director will consult with the Deputy Directors before implementing any such recommendations.

(3) The Agency Records Administration Officer will be a nonvoting member of the Agency Information Processing Board, with authority to submit agenda items and recommendations to the Information Processing Board. He will particularly bring to the attention of the Information Processing Board those aspects of the Agency's Records Management Program which should be considered by the Information Processing Board, with any recommendations for support of the Agency Records Management Program requiring Information Processing Board action. He will similarly make available to the Records Management Board all information coming before the Information Processing Board which might be of value or be appropriately considered by the Agency Records Management Board and its members.

(4) The Records Management Board will develop recommendations as to categories of Agency records (such as the categories in paragraph 4 above, plus any others deemed appropriate) and as to specific guidelines for the selection and retention of records in these categories. These guidelines should also, where appropriate, include time periods for retention by category and indicate disposition thereafter, and include appropriate measures to comply with legal and executive requirements for retention and declassification. In particular, recommendations should be made as to the identification of categories which might appropriately be retired as classified Government documents under GSA auspices or passed to the National Archives, rather than held solely under CIA control to protect intelligence sources and methods.

new | (5) The Records Management Board will serve as the forum for recommendations for declassification, Agency contributions to other Agency historical programs and other interagency problems involving the Agency's records. In

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new | this process, coordination will be made as appropriate with the General Counsel, the Director of Security, the Agency Historian, the Agency Archivist, etc.

b. Archives

new | (1) Each unit submitting an annual report report (see below) will identify its key documents and files for permanent inclusion in Agency Archives. The Records Management Board will develop the system or systems by which such documents will be identified on a systematic basis during the year and indexed for later access, as an element of the Records Management Program. Annually, each unit will make an overall review to ensure that the documents marked for archival retention are neither excessive in detail nor incomplete through omissions. A certificate to this effect will accompany the unit's Annual Report, and the Agency Archivist will report any problems in this process to the Executive Director through the Records Management Board.

new | (2) An Agency Archivist will be appointed to supervise the Agency's Archives Program and will report directly to the Executive Director. He will be a member of the Agency Records Management Board and will coordinate the execution of the Archives Program through this Board. He will also work in close coordination with the Agency Records Management Officer and the Agency Historian. Archivists will be appointed by the Deputy Directors in their Directorates to supervise this program in the Directorate. These officers will be of senior grade, although they may be appointed as Directorate Archivist as a part-time duty in addition to other duties. They will be assisted by the Directorate Records Management Officers. The Agency and Directorate Archivists will supervise compliance with overall Agency Archives regulations to be drawn up and issued after consultation with the Deputy Directors. A semiannual report to the Executive Director on the Archives Program will be prepared and coordinated with the Records Management Board.

(3) Arrangements will be made for the segregation of archival documents from those held for records purposes,

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in order to permit the automatic retirement and disposition of records without loss of key archival documents. Archives will be physically held by the Records Management Officer in the Records Center, under guidelines established by the Agency Archivist.

*note
(but not
new)*

c. History [REDACTED]

The major thrust of the Agency Historical Program will be placed on the development of analytical histories of important Agency activities and operations. The "Office History" approach to date, which has been largely successful in bringing our history up to 1965, will no longer be the major focus of the Program, as the chronicling of future Agency activity will take place under the Annual Report system outlined below. Thus, future Agency Histories will take major subjects of Agency activity and analyze the ways in which the various elements of the Agency worked together to produce the overall Agency contribution to the operation in question. There will be some situations in which a single element of the Agency provided all or most of the Agency participation in any one activity. There will be occasions also when sensitivity will require that any analytical review of an operation be conducted in a most restricted fashion. This will apply to many Clandestine Service Histories. Priority will be given to establishing the basic Agency History of the more prominent operations and activities in which the Agency has been engaged, e.g., Cuban Missile Crisis, Bay of Pigs, War in Vietnam,

[REDACTED] U-2 Operations, etc., with particular attention to lessons derived from these experiences. These histories should also be indexed in a fashion to permit their use to provide immediate response to public or congressional inquiries on these prominent events to the extent feasible. Histories will in the future depend upon Annual Reports for general chronicle and upon the Archives Program for identification of key documents. The Agency Historian will be an ex officio member of the Records Management Board, will report directly to the Executive Director, and will work in close coordination with the Agency Archivist and the Agency Records Management Officer.

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formerly (b)
d. Annual Reports

(1) To provide the necessary chronicle of the Agency's activities at minimum expenditure of effort, a system of annual reports of the units and offices of the Agency will be developed. (These will be submitted to the next senior command level for review and then held by the originating unit, with a copy incorporated in the Agency's Archives. The annual report will be compiled during January, covering the previous calendar year.) The identification of the elements to submit these annual reports and an outline of their format will be developed by the Agency Historian for the Executive Director, in coordination with the Deputy Directors. These may include significant contractor units, when these played a significant role in Agency programs or operations. These annual reports should highlight major accomplishments, major problems and overall conclusions and recommendations for future action in the unit itself or by elements supporting or associated with it. As required, compartmented annexes can be compiled and held separately covering particularly sensitive events.

new
new
(was 11/11/78 in coord with [illegible])

new
new

(2) In many areas it will be essential to produce one-time reports to cover the years from 1965 (or the most recent History) to the current Annual Report. This will be undertaken by units identified to submit future Annual Reports. In those situations in which an overall Agency History to be produced will cover the period in question, a separate Annual Report need not be developed (e. g., [redacted] the War in Vietnam), as the necessary chronicle and Archives can be developed at the same time as the analytical history. In other cases, however, a one-time effort to catch up to the current annual report system will be necessary, and this will be undertaken by the unit in question. Staff supervision of this activity will be provided by the Agency Historian and Archivist.

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essentially unchanged, was para 6 "Interim Period"

e. Classification and Declassification

The Records Management Board will be the focal point for the Agency's implementation of the classification and

new

- 7 -

new declassification procedures required by Executive Order 11652. The Board will coordinate as required with the General Counsel, the Director of Security, the Agency Archivist, the Agency Historian and others in carrying out this responsibility. The Agency Records Management Officer will be designated under Section 7 of this Order as the Agency representative to the Interagency Classification Review Committee, acting under the supervision of the Executive Director. *note*

W. E. Colby
Executive Director-Comptroller

cc: Inspector General
General Counsel
Director of Security

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the nature of the two activities, the records function being more technical in nature. In my opinion the directorate archivists should be full-time archivists, appointed by the Deputy Directors, with the concurrence of the CIA Archivist and directly responsible to him, if we are to expect any real activity from them. In sum, and regardless of the skill and dedication of the people who fill the archivist positions, the effectiveness of the archives program (as well as the records and history programs) in CIA will be commensurate with the attention devoted to it by the command line.

9. In conclusion, implementation of the following suggestions should contribute to an effective archives program:

- a. Upgrade the membership of the Records Management Board and have it report to the Executive Director-Comptroller.
- b. Recruit a well-qualified senior archivist to initiate a formal agency archives program.
- c. Appoint a full-time Directorate archivist from each Directorate.
- d. Include the Agency archivist and historian as members of the Records Management Board.
- e. Have a member of the Board attend Information Processing Board meetings as a non-voting member.

(Signed) John W. Coffey

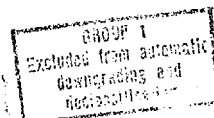
John W. Coffey
Deputy Director
for Support

DDS/SSS/LRF:rf (30 Mar 72)

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8 MAR 1972

MEMORANDUM FOR: Executive Director-Comptroller

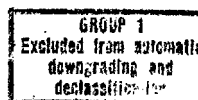
SUBJECT : Support Services Staff Comments on
Executive Director's Draft Memo-
randum dated 6 March 1972 to
Deputy Directors, Subject: Archives,
History and Records

1. I think paragraphs one through four of your memorandum present an accurate summary of the background, issues, and constraints facing us on these complex programs. I would suggest, however, that paragraph two include a statement highlighting the legal requirement (the Federal Records Act of 1950 and associated Executive Orders) that each Federal Agency have an archives/records program to insure the identification and preservation of their "permanent" record material. Our OGC has reviewed the legislation and affirmed that the Agency must comply, the only exception being we may retain our documents in our own records storage facility for obvious security reasons. Your memorandum correctly reflects that we cannot expect to dedicate large amounts of manpower to work on these programs; however, I seriously believe that we must be prepared to allocate at least one full-time position in each Directorate to work on their Directorate archives and two positions in the DCI area for the Agency Archivist and a Deputy. I remain convinced that we cannot expect to make any significant progress on an archives program if it is to be administered as an adjunct or a part-time duty of personnel currently assigned to Directorate records or historical programs.

2. I have serious reservations on certain aspects of the proposed overall approach to implement Records Management and Archives Programs. The following comments are keyed to appropriate paragraphs in your memorandum:

A. Paragraph 5(a)(1): Although I agree that an Agency Records Management Board (RMB) should report directly to the Executive Director, I wish to emphasize that the RMB as it is now constituted (see Tab A) is simply not qualified or capable of generating the kind of programs

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you envision in your proposal. The current RMB membership (including the Chairman) lacks the time, authority, managerial experience, and stature within their own Directorates to address themselves to these broad policy problems. The Board members also lack the manpower within their own Directorates to staff out the basic studies needed to mount these programs. If the Board is to function in this arena and report directly to the Executive Director, it must be reconstituted at a more senior level (minimum grade 16) with appointments made by the Executive Director or by the Deputies subject to the approval of the Executive Director. At this level Board members could be expected to have some resources under their command to do basic staff work on these problems. I would suggest that the make up of the Board be somewhat along the following lines:

Chairman: Rotating - Selected by the Executive Director from Board Membership

DCI : PPS Program Officer -

DDP : Chief, Information Services -

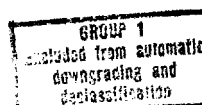
DDI : Chief, DDI Planning Staff -

DDS&T : Special Assistant to DDS&T -

DDS : Chief, Support Services Staff -

The current members of the Board (i.e., the Directorate Senior Records Officers) could serve as staff assistants to the Board members, with the Agency Records Management Officer as the principle technical advisor to the Board.

B. Paragraph 5(a)(2): In line with Comment A above, either the new Chairman of the reconstituted RMB or the Chief, Support Services Staff should be a non-voting member of the Information Processing Board to perform functions described in this paragraph.

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C. Paragraph 5(a)(3): Notwithstanding Office of Security objections to previous proposals to transfer CIA records to GSA storage facilities, I feel that there may well be categories of records susceptible to non-CIA storage and that these can be identified by thorough study.

D. Paragraph 5(c)(1): I have a problem with two of the concepts in this paragraph. The first is the feasibility of developing workable systems which will identify documents, rather than files, for inclusion in our Archives. I feel that if only "key documents" are identified, significant omissions will occur, despite the best-intentioned efforts. The records retention plans which the Directorate RMO's presently are concerned with, have as their principal objective the identification and preservation of permanent file series. This function is one that can best be done by qualified archivists in close coordination with the Agency operating officials, Records Management Officers and Historians.

The Agency Archivist and the Directorate Archivists should play the primary role in any systems development for identifying permanent records. As noted above (paragraph 2.A above) the Records Management Board does not have qualified staff, even if reconstituted, to perform this function.

E. Paragraph 5(c)(2): I agree that the Executive Director-Comptroller should appoint the CIA Archivist and that the Archivist should be a part of the O/DCI organization. I am concerned with the statement that the Directorate Archivists "initially...need not be full-time." I do not believe that the Directorate jobs can be handled on a part-time basis, and definitely not as an additional duty by the Directorate Records Management Officers, some of whom are now serving only part-time in the Records Management function. The Directorate Archivists should be individuals who can, on a full-time basis, apply the professional archives principles espoused by National Archives (see Tab B). The Agency should be prepared to insure that the Directorate archivists receive the necessary training to prepare them for this responsibility.

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3. I hope the above comments do not strike you as being too "negative" in nature. I assure you they are meant to be constructive as I am most appreciative of your interest in and support of these programs. I welcome the opportunity to meet with you to clarify and/or elaborate on these comments prior to your presenting this proposal to the deputies.

/s/

25X1A

Chief, Support Services Staff

Attachments

DDS/SSS/HEP:LRF:rf (8 March 1972)

Distribution:

Orig. & 1-Addressee w/att
1-DDS w/att
1-SSS Subject w/att
1-SSS Chrono

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